



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All PERSONS INTERESTED
2	Job Classification	EXECUTIVE OFFICE ASSISTANT
3	Posting Number	PN# 109605
4	Department	Fire Department
5	Division	Fleet Management
6	Section	Administration
7	Reporting Location	1205 Dart
8	Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Must maintain confidentiality with sensitive material
- Manage administrative duties and compile reports
- Answer phones, take messages, direct and screen calls
- Manage outside and interoffice mail
- Assist at compiling data and completing projects
- Maintain all employee records
- Manage supervisor’s calendars/schedules, and prepares meeting documents
- Orders Fleet office supplies
- Must be able to prepare documents/correspondence and have strong organizational skills
- Must be proficient in MS Windows and MS Office
- Performs other duties as assigned by management

10 **WORKING CONDITIONS**

The position is occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED. A City administered typing test may be given.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three years of clerical or administrative support experience are required.

13 **MINIMUM LICENSE REQUIREMENTS**

None.

14 **PREFERENCES**

Preference given to applicants with Microsoft Certifications.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15
\$901.00 - \$1,270.00 Biweekly \$23,426.00 - \$33,020.00 Annually

18 **OPENING DATE**

March 29, 2006

19 **CLOSING DATE**

April 4, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-8718. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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